

Members Present: Hank Rauch, Chair, Gary Wells, Vice Chair, Tom Blakely, Beth Blumberg, Jim Driscoll, Paul Huegel, Sean Keogh.
Absent: Phyllis Jaffee, Jim Tepper

At 7:05 p.m. Mr. Rauch called the meeting to order in Memorial Hall of the Town Hall.

Open Forum

There was no one present to address the Committee

Approval of Past Minutes

There were no minutes to approve.

Fall Special Town Meeting, Warrant Article Review

Article 6 – Budget Amendment Police and Fire Departments:

Chief Purcell and Chief Gordon came before the Committee. Chief Purcell noted that he has been monitoring the budget closely and the call volume (the number of times vehicles leave the station), which increased last year by 20% over the previous four years and is expected to be 30% by the end of this year with no addition to staff. Due to the renovation of the Forbes Municipal Building (FMB), he and Chief Gordon discussed moving the dispatch to the Fire Department temporarily. Due to the increased call volume, operational and budget challenges for both departments, and the ability of the new dispatch center at the Fire Station to accommodate both departments they agreed that this option was the right decision. Chief Purcell explained his need for staffing and Chief Gordon's need for dispatchers. At Chief Gordon's request, Chief Purcell has agreed to be the sole authority for the communication center. He spoke to the fiber optics installation, which the Fire Department maintains, that it encompasses all departments, and the Town is no longer dependent on Verizon.

Chief Purcell reviewed the current dispatcher staffing and in order to maintain coverage 24/7 an additional 5 dispatchers are needed. They are looking to finance six as one is currently funded by a grant which is meant for maintenance support. He then reviewed the steps followed for a 911 call, which currently goes through Emergency Medical Dispatch (EMD) at UMass, and the turnout time is approximately 4 ½ minutes. With the calls coming directly to the dispatch center and eliminating EMD, minutes would be shaved off the turnout time. It will be less expensive to hire dispatchers; there will be less overtime, and improved service to the Town. Chief Purcell reviewed changes to the schedule, the difficulty in hiring career trained dispatchers. He spoke to the work that Patrick Cullen has been doing for the departments and as a result the Fire Department is \$100,000 under budget. He reviewed the changes and increases to Firefighter Purcell's responsibilities and his move to the day shift and request for funding to replace him. He supports many departments in Town, which saves money, and Firefighter Matthew Stockwell will be his backup.

Questions/Comments:

-Is everything that is being requested included in the budget? It is and the new system is next generation 911.

- Will this request provided what is needed in the next two years? Chief Purcell is not sure and it depends on whether another facility like 129 East Main Street is built and how the State Hospital property is developed, but it is sufficient for another year.
- The argument for the significant decrease in response time makes the case.
- Chief Gordon noted that the Patrolmen's contract expired this year, they did not want to work dispatch anymore and the Superior Officers wanted to continue to do so, but it would incur overtime. There is a savings in the budget to use dispatchers versus Superior Officers.
- The Clerical Wages are being reduced by \$184,672, is that for the remainder of the year? The revised budget of \$68,409 is for two employees and will remain going forward.
- Is the \$509,292 increase in Salary for Centralized Dispatch for the full year or six months? The \$509,292 is the total annual budget for next year and Centralized Dispatch for the remained of this year is \$331,504. The new dispatch is scheduled to go live December 5, 2016. Chief Purcell will speak with the Town Manager tomorrow about changing the numbers before the Warrant is closed.
- The preliminary/draft job description for the Deputy Fire Chief was distributed.

Article 16 – Building Department and Planning Department Records Scanning:

Mr. Htway came before the Committee. Mr. Rauch asked if the scanning will include applications, prints and drawings and Mr. Htway confirmed that it does include those and going forward scanning will continue when new documents come in. There will be fewer as the application process is converting to digital. The appropriation includes a \$71,300 one-time cost to scan all the file folders, \$19,000 to purchase the software, which is also a one-time cost and \$9,000 per year going forward for maintenance. Mr. Htway reviewed the types of documents that would be scanned and how the department would be able to retrieve information for the public. Mr. Wells suggested that Mr. Htway ask the Town Manager to correct his statement.

The Committee discussed with Mr. Htway the type of format that will be used, which could be PDF or TIF and both are easily accessed; the ability of residents to obtain information or apply for permits on their own, which will be available soon through the department's on-line system; should the company go out of business the Town would still have access; it will be a Town-wide document management system, but the Town Manager's recommendation at this time was to start with the Building Department as the cost for all the departments is \$300,000. Mr. Htway reviewed what the cost would be to scan each department as that would be the next step in the process. The renovation of the Forbes Municipal Building (FMB) has prompted the need to do this as the temporary space at the DPW does not allow for the storage of all the Building and Planning Departments' documents within their office space. Another issue is that there will not be room for all the plans/documents that they are required to keep by the Attorney General's Office when they move back to the FMB in two years and they will have to be stored offsite. The concern is the effect on the department's efficiency in the temporary and new permanent spaces and this project would improve it.

Mr. Wells asked which department would be most important to go through this process and Mr. Htway noted that it would be the Planning Department which would cost \$58,000. Mr. Rauch noted that it might make sense for one department to have some experience with the software first as moving forward with all of them at once may not be as cost efficient and Mr. Htway agreed. Mr. Htway addressed the timeline, noting that he is comfortable doing business with Ricoh as they have an office in Westborough, a scanning plant in Northborough and they are able to complete all scanning within a month. They have started preparing the files for scanning using the Senior Tax Work-Off Program. Mr. Rauch added that this has to be done before they move out of the FMB.

Mr. Rauch noted that if the Committee is comfortable with the data provided during the discussions on tonight's Articles they can be closed out.

Article 6: Mr. Wells noted that as Chief Purcell will try to correct the numbers with the Town Manager, the Committee should hold voting until they have the corrected data.

Article 16: Mr. Driscoll questioned if the vote should wait as Mr. Htway will be asking the Town Manager to change the wording in his Town Managers statement. Mr. Wells noted that the statement is not part of the Article and the change will have no impact on the Article. Mr. Wells recommended that the Town so vote to approve Article as printed in the Warrant. Mr. Blakely seconded. Voted: 7-0-0

Ms. Blumberg noted that the word "three" in the second line of the Article 16 should be capitalized.

Article 15: Senior Center Improvements: Ms. Jaffee, who obtained the Article information, was not in attendance and it will be postponed to the next meeting.

Article 1 & Article 2: Spurr House Article and Spurr House Demolition: The Committee received comment today on the Spurr House from Hazel Nourse, Historical Commission Chair. Mr. Rauch noted that the Municipal Building Committee (MBC), as the proponent, will be in on September 29, 2016 to discuss these Articles. The Committee briefly discussed inviting the Historical Commission to the meeting, it was agreed to do so and Mr. Rauch will contact Ms. Nourse. Mr. Wells suggested watching the MBC presentation at the Selectmen's meeting tomorrow night. Also discussed were Thursday's agenda, the impact of the Selectman removing Articles 1 and 2 from the Warrant and who else should be notified/invited.

Comments and Concerns – Committee Members

Gibbons School Building Committee: No comments.

Municipal Building Committee: No comments.

Pre-K to 3, School Building Committee: Mr. Wells was notified today that the MSBA Senior Study for the Fales project is scheduled for October 19, 2016 from 10:30 AM to 2:30 PM. This is the first step after the acceptance of the Statement of Interest and then a recommendation will be made to the MSBA as to whether Westborough will be put on the list of projects.

Materials Management Committee: No comments.

Capital Expenditure Planning Committee: No comments.

Mr. Wells was notified that the Free Cash has been certified for this year. There is a General Fund figure of \$10,257,000, which includes the \$10,000,000 Stabilization Fund. \$831,000 was returned from the FY 2016 budget to Free Cash which represents 1% of the budget. The Town operated within 99% of the voted budget amount. Mr. Wells reviewed the Water, Sewer and Country Club Enterprise Funds and the amounts returned.

Public Reminders for Viewers

None

Adjournment

Mr. Blakely moved to adjourn at 8:17 p.m. Ms. Blumberg seconded. Voted: 7-0-0

Document List

Proposal for Public Safety Communications Center 9/7/16

Westborough Public Safety Communications Center Power Point Presentation

Public Safety Dispatcher Job Description

Respectfully submitted,

Paula Covino

Administrative Assistant